

## Direct Verification (DOE-DV)

The purpose of this data collection is to expedite and assist in the USDA required verification of a sample of Free and Reduced Price Meal Applications. USDA regulations require that a sample (3%) of Free and Reduced Price Applications be verified annually, beginning on October 1. Task must be completed by November 15<sup>th</sup> of each year.

### Audience

Participation in Direct Verification is voluntary for public schools, accredited nonpublic school and charter schools at this time.

### Instructions

The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center.

The collection period will begin on **October 1, 2007** and will be available until the end of December 2007. During this time you can submit the file and request verification matches. If you load data again, it will first delete all records for your school corporation, so you must reload all records each time.

### *File Specification for Direct Verification data uploads and downloads*

Direct Verification Data Layout – INPUT (upload)

**Initially, very few fields are mandatory. Additional fields may be made mandatory to support additional uses, features, and functions.**

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	County of Residence	2	State Assigned County ID Data Type: Numeric  Required Field: YES	County in which the student lives.
2	Corporation/Diocese Number	4	State Assigned Corporation ID Data Type: Numeric Valid Range: 0000-9999  Required Field: YES	Corporation where the student is enrolled
3	School Number	4	State Assigned School ID Data Type: Alpha-Numeric Valid Range: 'A' through 'M' (non-public) and '0' (zero) through '9' EXAMPLE: Public = 0025 or Non-Public = A235  Required Field: NO	School building where the student is enrolled
4	Corporation Assigned Student ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters  Required Field: NO	A student ID that, the corporation has assigned, is unique to the school building and will be used
5	Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space  Required Field: YES	

6	Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space  Required Field: YES	
7	Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space  Required Field: NO	
8	Student Name Suffix	3	Data Type: Alpha Valid Range: A-Z  Required Field: NO	
9	Birth Date	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099  Required Field: YES	
10	Grade Level	2	Data Type: Alpha-Numeric Allowable Codes are:  PK = Pre-Kindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult  Required Field: NO	
11	ICES Case Number	16	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space  Required Field: NO	
12	Household Size	2	Number of Members in Household (including Adults and Children)  Required Field: NO	
13	Household Total Income	6	Whole dollar amounts  Required Field: NO	
14	Guardian Last Name	25	Data Type: Alpha  Required Field: NO	
15	Guardian First Name	20	Data Type: Alpha  Required Field: NO	
16	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha Required Field: NO	

17	Guardian Whole Name	35	Data Type: Alpha Required Field: NO	
18	Application Date (Date Signed)	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099 Required Field: NO	This is the date the application for free and reduced price meals was signed by the parent or guardian.
19	Initial Eligibility Determination by school to be verified.	F, R	Data Type: Alpha Required Field: YES	
20	Application Reference ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters Required Field: NO	A reference ID that may be assigned by a local database storing Free and Reduced Price Meal Applications.

### Example Data File Formats

The following section contains example data files of the **input file** in the allowed comma delimited, positional, and XML formats.

#### Comma Delimited Format

The file in this format is accepted with 20 fields each field separated by a comma. The length of each field does not have to be the exact length as stated.

#### Positional Format

The file in this format is accepted with 20 fields and each field contains the exact length as stated.

#### XML Format – Input File

```
<XIF_DVData>
  <Corporation Id="">
  <School Id="">
  <Application RefId="">
  <ApplicationDate></ApplicationDate>
  <HouseHoldSize></HouseHoldSize>
  <HouseHoldIncome></HouseHoldIncome>
  <GuardianLastName></GuardianLastName>
  <GuardianFirstName></GuardianFirstName>
  <GuardianMiddleName></GuardianMiddleName>
  <GuardianWholeName></GuardianWholeName>
  <CountyOfResidence></CountyOfResidence>
  <Student>
    <CorpAssignedId></CorpAssignedId>
    <LastName></LastName>
    <FirstName></FirstName>
    <MiddleName></MiddleName>
    <NameSuffix></NameSuffix>
    <BirthDate></BirthDate>
    <GradeLevel></GradeLevel>
    <ICESCaseNumber></ICESCaseNumber>
```

```

    <InitialEligibility></InitialEligibility>
  </Student>
</Student>
  <CorpAssignedId></CorpAssignedId>
  <LastName></LastName>
  <FirstName></FirstName>
  <MiddleName></MiddleName>
  <NameSuffix></NameSuffix>
  <BirthDate></BirthDate>
  <GradeLevel></GradeLevel>
  <ICESCaseNumber></ICESCaseNumber>
  <InitialEligibility></InitialEligibility>
</Student>
</Application>
</School>
</Corporation>
</XIF_DVDData>

```

## Direct Verification Data Layout – OUTPUT (download)

Data received in the input file will populate the output file on the records matched

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	County of Residence	2	State Assigned County ID Data Type: Numeric	County in which the student lives.
2	Corporation/Diocese Number	4	State Assigned Corporation ID Data Type: Numeric Valid Range: 0000-9999	Corporation where the student is enrolled
3	School Number	4	State Assigned School ID Data Type: Alpha-Numeric Valid Range: 'A' through 'M' (non-public) and '0' (zero) through '9' EXAMPLE: Public = 0025 or Non-Public = A235	School building where the student is enrolled
4	Corporation Assigned Student ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters	A student ID that, the corporation has assigned, is unique to the school building and will be used instead of the STN Number.
5	Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
6	Student First Name	20		

7	Matched Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	This field is blank for Exact Matches (see field 24) and shows the matched similar name for sound alike matches.
8	Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
9	Student Name Suffix	3	Data Type: Alpha Valid Range: A-Z	
10	Birth Date	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099	
11	Grade Level	2	Data Type: Alpha-Numeric Allowable Codes are:  PK = Pre-Kindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult	
12	ICES Case Number	16	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space	
13	Household Size	2	Number of Members in Household (including Adults and Children)	
14	Household Total Income		Data Type: Numeric	Integer, no cents
15	Guardian Last Name	25	Data Type: Alpha	
16	Guardian First Name	20	Data Type: Alpha	
17	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha	
18	Guardian Whole Name	35	Data Type: Alpha	

19	Application Date (Date Signed)	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099	
20	Initial Eligibility Determination by school to be verified.	1	Data Type: Alpha	F, R
21	Application Reference ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters	A reference ID that may be assigned by a local database storing Free and Reduced Price Meal Applications.
22	Verification of Eligibility	2	Data	VF, VR
23	Month/YEAR of Verifying Data	4	NUMERIC	MMYY
24	Match Type	1	H = Hard/Exact Match S = Soft/Sound Alike Match	
25	Match Reference ID	30	NUMERIC	A reference id of the qualifying program used to verify the application and eligibility level.

## Example Data File Formats

The following section contains example data files of the **output file** in the allowed comma delimited, positional, and XML formats.

### Comma Delimited Format

The file in this format is accepted with 25 fields each field separated by a comma. The length of each field does not have to be the exact length as stated.

### Positional Format

The file in this format is accepted with 25 fields and each field contains the exact length as stated.

### XML Format – output file

```
<XIF_DVData>
  <Corporation Id="">
  <School Id="">
  <Application RefId="">
  <ApplicationDate></ApplicationDate>
  <HouseHoldSize></HouseHoldSize>
  <HouseHoldIncome></HouseHoldIncome>
  <GuardianLastName></GuardianLastName>
  <GuardianFirstName></GuardianFirstName>
  <GuardianMiddleName></GuardianMiddleName>
  <GuardianWholeName></GuardianWholeName>
  <CountyOfResidence></CountyOfResidence>
```

```

<Student>
  <CorpAssignedId></CorpAssignedId>
  <LastName></LastName>
  <FirstName></FirstName>
  <MatchedFirstName></MatchedFirstName>
  <MiddleName></MiddleName>
  <NameSuffix></NameSuffix>
  <BirthDate></BirthDate>
  <GradeLevel></GradeLevel>
  <ICESCaseNumber></ICESCaseNumber>
  <InitialEligibility></InitialEligibility>
  <VerifiedEligibility></VerifiedEligibility>
  <VerifyingMonthYear></VerifyingMonthYear>
  <MatchType></MatchType>
  <MatchRefId></MatchRefId>
</Student>
<Student>
  <CorpAssignedId></CorpAssignedId>
  <LastName></LastName>
  <FirstName></FirstName>
  <MatchedFirstName></MatchedFirstName>
  <MiddleName></MiddleName>
  <NameSuffix></NameSuffix>
  <BirthDate></BirthDate>
  <GradeLevel></GradeLevel>
  <ICESCaseNumber></ICESCaseNumber>
  <InitialEligibility></InitialEligibility>
  <VerifiedEligibility></VerifiedEligibility>
  <VerifyingMonthYear></VerifyingMonthYear>
  <MatchType></MatchType>
  <MatchRefId></MatchRefId>
</Student>
</Application>
</School>
</Corporation>
</XIF_DVData>

```

## Change History

The following section contains a history of changes made to the Data Layout.

Version Number	Change History
09.26.07	Field 10 changed to not required on input(upload) Added field 25 to output(download) XML, comma delimited, positional format changed to include field
09.24.07	New Collection
	Start of 07-08 collection